



NEW RESIDENTIAL
Construction Permit Application Checklist
REQUIRED WITH CONSTRUCTION PERMIT APPLICATION
USED WITH NEW HOUSE PLANS (Custom or Standard)

**Development Services
Department**
90 E. Civic Center Dr.
Gilbert, AZ 85296
(480) 503-6700-Ph.
(480) 497-4923-Fax
www.gilbertaz.gov

A Community of Excellence

ALL PLAN SETS SHALL BE COMPLETE AND FULLY ASSEMBLED

In order to provide excellent service to the Town of Gilbert’s customers, each submittal must meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Development Services Staff.

Available Plan Review Programs

Expedited Plan Review & Permit by Appointment for **Custom house only**
(See **Plan Review Programs** list for applicable fees and requirements)

Applicant

Staff

- ☐ Two (2) sets of construction plans (including Site plan or Typical Plot plan)
- Plan set must include (but not be limited to), Floor plan, Elevations, Electrical plan, Gas piping diagram, Braced or Shear wall plan, Foundation plan, Framing plan, Plumbing fixture schedule, Sections and Details

Plan must clearly show how braced walls meet Code requirements (unless lateral analysis is provided)

Site Plans for properties not located in a Platted subdivision must be sealed by Civil Engineer or Surveyor

- ☐ Two (2) copies of all structural calculations and cut-sheets
- ☐ One (1) copy of Soil Report (if report is not already on file with Town of Gilbert)

Plan must note what report was used for foundation design by provider and report number

- ☐ Two (2) copies of Energy Code Compliance documentation (if R-values are less than code minimum)
- ☐ Fire Sprinklers may be required if property is not located in a Platted subdivision

The following subdivisions DO require Fire Sprinklers: Agritopia, Cascade, and Windmill Acres

- ☐ Site Grading and Drainage Plan for lots requiring on lot retention (typically lots zoned SF-15, 35, or 43)
- If Property is located in Flood Plain the Site or Grading and Drainage plan must be sealed by a Registrant

Check subdivision list or with Town of Gilbert Engineering department to confirm requirement of G&D plan

- ☐ Design Review Board approval number for “Builder Standard Plans” _____

The Town of Gilbert is currently enforcing the 2006 IRC, IECC with the Town, State and Maricopa Association of Governments Amendments. Wind Design 90 mph – Exposure B, Seismic Design Category B